

# **CHILD CARE DATA VIEWER**

Version 3.1



## **USER'S MANUAL**

April  
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This user's manual is a technical assistance product of the Office of Child Care, Administration for Children and Families, US Department of Health and Human Services. The manual is for distribution according to department policy. It was produced by General Dynamics Information Technology under contract HHSP233201600263W.

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# 1. OVERVIEW

## 1.1 WHAT IS THE CHILD CARE DATA VIEWER?

The *Child Care Data Viewer* (*Data Viewer*) software was developed by the Office of Child Care (OCC) to give State and Territory CCDF grantees the ability to assess the quality of data files prior to transmitting them to the OCC. It is Microsoft Access-based computer software that is used in conjunction with grantee-prepared ACF-801 monthly data files.

The *Data Viewer* serves two primary purposes: 1) checking the quality of data, and 2) generating reports. The *Data Viewer* offers several different functions that are helpful as you work to ensure that the required CCDF data you submit accurately represent the families being served, and the providers and services supported with CCDF grant dollars. These functions include:

- The generation of the Summary Assessment Report (SAR), which provides a high-level quality assurance (QA) check of your monthly data,
- The ability to view specific case records for detailed review, and
- The automatic calculation of standard reports based on your own monthly data, which can be used by you and your staff for supervision, public inquiries, resource development, program improvement, and community education.

**Note:** The data examples presented in this technical bulletin represent dummy data for illustration purposes only.

## 1.2 HOW IS VERSION 3.1 OF THE DATA VIEWER DIFFERENT FROM PREVIOUS VERSIONS?

This updated version of the *Data Viewer* (Version 3.1) incorporates changes to the CCDF ACF-801 reporting requirements (see the latest version of Technical Bulletin #3: <https://www.acf.hhs.gov/occ/resource/current-technical-bulletins>), updates certain validity checks, and reflects other functional modifications to allow the software to operate more efficiently. These changes include:

- The incorporation of eight new Data Elements:
  - #16a – Family Homeless Status
  - #16b – Family Zip Code
  - #16c – Military Service
  - #16d – Primary Language
  - #25a – Child Disability

- #38 – Provider Subject to Head Start
  - #39 – Provider Zip Code
  - #40 – Inspection Date
- Updates to the error code tables to reflect system content changes.

The table on the following page provides basic information about hardware and software requirements necessary to run the program and recommendations to make using the software easier.

The remainder of this document is organized into three sections:

- Installing the software
- Using the *Data Viewer* –
  - Loading data,
  - Analyzing errors, and
  - Generating and customizing reports.
- Resources for technical assistance

### 1.3 HARDWARE AND SOFTWARE REQUIREMENTS AND RECOMMENDATIONS

The *Child Care Data Viewer* V3.1 software was designed to require minimal hardware and software support. Requirements and recommendations are summarized below.

- Processor: 450-megahertz (MHz) Pentium II-class processor or higher is required.
- Operating System: The Data Viewer V3.1 is supported on any of the following systems:
  - Windows 10
  - Windows 7
- Microsoft Access: Microsoft Access 2000 (or newer) software is required to run the Data Viewer. Version 3.1 can run on the following versions of Microsoft Access 32/64 bit installation, with 32 bit recommended:
  - Microsoft Access 2016
  - Microsoft Access 2013
- Monitor: It is recommended that your monitor/screen resolution be set to 1024 X 780 pixels. The minimum resolution should be at least 800 X 600 pixels.
- Hard Disk: 50 MB of available space is required on the system hard drive.
- Drive: A USB port to both install the Data Viewer and to back up your current Data Viewer database. You can also use a CD RW drive to back up the database.
- Printer: In order to take full advantage of the Data Viewer's capability to print reports, your computer (PC or laptop) must be connected to a printer capable of printing in color, if available. Although the charts displayed on the Data Viewer reports will print in black and white, some graphics will look best when printed in color.
- Intranet/Internet Connection: In order to utilize the Data Viewer, you must have access, from the same computer, to your state's ACF-801 monthly data files which typically are stored on a network server.

## 2. INSTALLING THE *CHILD CARE DATA VIEWER* SOFTWARE

**Prior to installing the *Data Viewer*, it is recommended that you:**

- Ensure that your computer meets the system requirements listed in Section 1.
- Close all other programs and applications.
- Ensure that you have administrative rights to install software on your computer. Consult your IT staff if you do not have administrative rights.

### **Uninstalling Previous Versions of the *Data Viewer***

Installing Version 3.1 of the *Data Viewer* will not automatically uninstall earlier versions of the software. Version 3.1 will be installed as a separate program with a separate database.

#### **To uninstall an earlier version of the *Data Viewer*:**

Click the START button on the Windows Taskbar.





From the start menu, access your CONTROL PANEL. The way in which you uninstall the *Data Viewer* program will depend upon your version of Windows. For example, in Windows 10 or 7, after accessing the CONTROL PANEL:

- Click PROGRAMS AND FEATURES
- Click the *Child Care Data Viewer* version to be removed
- Click UNINSTALL

## To Install the *Data Viewer*:

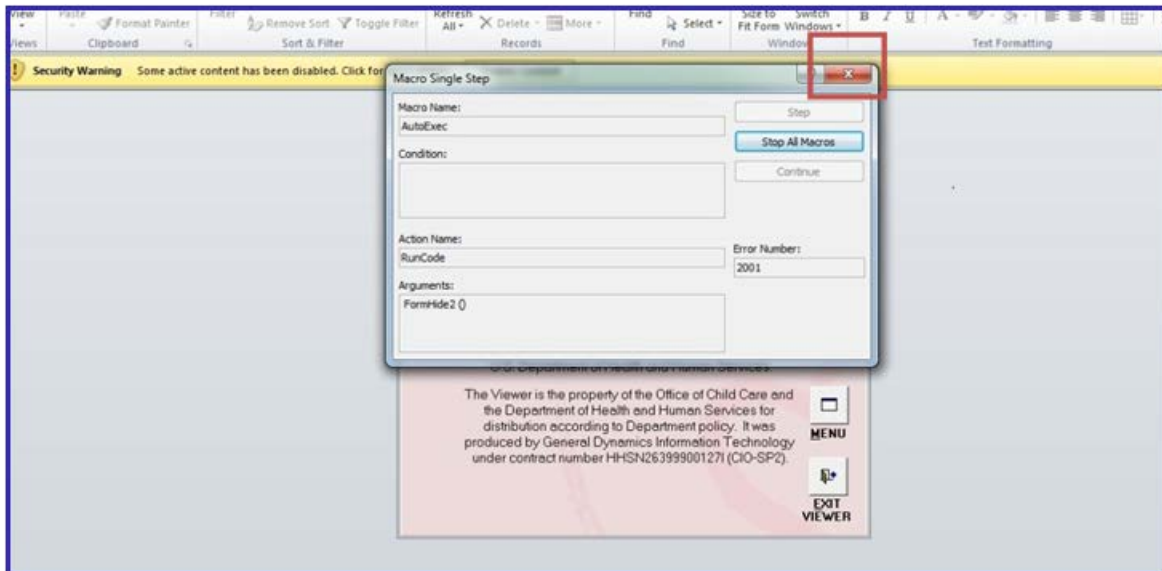
More recent versions of Windows have stricter security enhancements that only allow you to install software as read-only. In order to install and use the Data Viewer on your computer, you will have to save the software in a folder where you have administrative rights.

1. Create a new folder in your personal documents folder (or some other folder where you have administrative rights to make changes.) Name the new folder "Data Viewer".
2. Insert the Data Viewer USB/flash drive into a USB port on your computer.
3. Copy the *four* files (see below) from the flash drive and paste them to the newly created **Data Viewer** folder.

Name	Date modified	Type	Size
 CCDViewer31.exe	1/24/2018 3:58 PM	Application	276 KB
 CCDViewer31.mdb	2/1/2018 4:16 PM	Microsoft Access Database	159,824 KB
 COMCTL32.OCX	6/24/1998 1:00 AM	ActiveX control	596 KB
 COMDLG32.OCX	6/24/1998 1:00 AM	ActiveX control	137 KB

4. Copying and pasting the software into the new folder will not create a shortcut icon on your desktop. You can create a shortcut or you can access the database directly from the Data Viewer folder where you copied the software files by double-clicking the **CCDViewer31.mdb** file. This will open the software for use.

5. As newer versions of Microsoft Office have stricter security features, MS Access may require the user to Enable Content prior to using the Data Viewer software. As such, you may encounter the following error message when first using the Data Viewer.



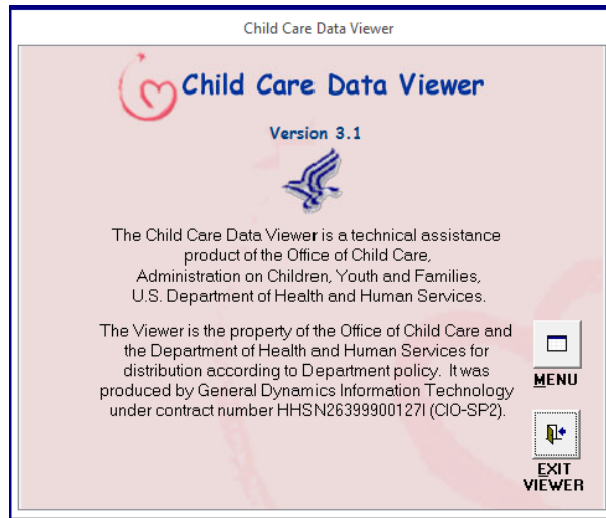
To open the software, close the error message window by clicking on the "X". You will then be able to see the security warning behind the message. Click on the **Enable Content** button.



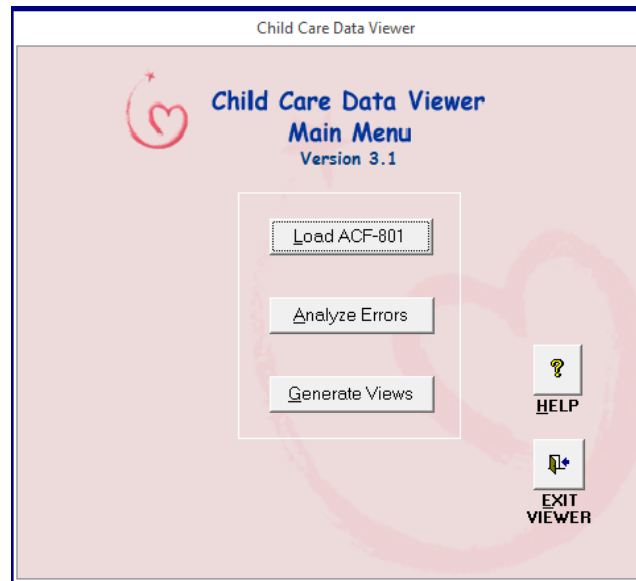
You can then click on the **Menu** button to load an ACF-801 data file.

### 3. USING THE *CHILD CARE DATA VIEWER* SOFTWARE

The *Data Viewer* is an easy-to-use software program that offers a high level Quality Assurance (QA) summary of your monthly data files, allows you to easily view data that have been marked as potential errors, can automatically generate a number of pre-defined reports, and allows customization of some of those reports to more fully meet your program needs.



The *Data Viewer* contains familiar features that are available throughout all of the modules such as standard navigation tools and access to an integrated help system from virtually every screen. Each module is accessible through the *Data Viewer's* Main Menu.



Without using the *Data Viewer*, the ACF-801 data file is hard to read and understand because it is an ASCII text file that can contain thousands of records and characters.

```
File Edit Format View Help
M20190100000690000033#Jane Doe#(444)444-4444#(444)444-4445#jane.doe@state.gov$
F201901123456789012345 440001100352018060000000001001200693322C 000000120140705040584125987654321 $
F201901223456789012345 440000101452018070000000001002078660001C 000001120141005040734178 C
F201901323456789012345 440001 00002017070033611001104007208002C 000000120141205020725178 323456789012345C
F201901423456789012345 440070 01352018080000000001003002920001C 000000220170905028683178 523456789012345$
F201901523456789012345 440001100002018090000000001002006105002C 000000120170325020798878 523456789012345$
F201901623456789012345 440001100002018080000000001003023605001C 000000220160105040843178765432123 C
F201901723456789012345 440079400002017080000000000005002903005C 000000220160505041029178765432123 $
F201901823456789012345 440071100002018090160830001102002907016C 000000220130415040142034876543210 $
F201901923456789012345 440011101902017080208013001003002885001C 000000220150505040226088876543210 $
F201901103456789012345 440071100352018050144910001002002914001C 000001220140905040703178987654321 $
F201901113456789012345 440071100002018050204710001005002907001C 000000120150805020740178 523456789012345C
P 32345678901234589999999902907$
P 52345678901234589999997402907$
P987654321 69999999902852$
P876543210 8999599902863$
P 8999999902909$
P765432123 8999949902909$
P665432123 8999999902909$
N07MONTHLY CO-PAY AMOUNT AND MONTHLY INCOME INCONSISTENCY IS REAL %
N09HAVE MONTHLY INCOME PROBLEMS FOR EMPLOYED PARENTS. %&&
```

The *Data Viewer* reads your file and displays it in a user-friendly format. The *Data Viewer* allows you to see lists of records that may contain errors, as well as the details of specific individual records that appear to contain errors. Clicking on any of the red errors will display the error information message.

Child Care Data Viewer

**Analyze Errors**

Population Data

Select Report Period: 01/2019

Format-Family Format-Provider Family Child Setting Provider Rpt/Birth Date Summary Footnote Cross File

View Family	01 Report Period	02 Case ID	03 Family SSN	04 FIPS Code	05 Single Parent	06 Subsidy Reason	07 Monthly Copy	08 Start Date	09 Monthly Income	10 Employ ment	11 TANF	12 TANF MOE	13 Housing Voucher	14 Food Stamps	15 Other Fed	16 Fam Siz
	201901	123456789012345		00000	1	1						0	0	1	0	0
	201901	223456789012345		00000	0	1						0	0	1	0	0
	201901	323456789012345		00000	1	1						0	0	1	1	0
	201901	923456789012345		00001	1	1						0	0	1	0	0
	201901	423456789012345		00007	0	1						0	0	1	0	0
	201901	723456789012345		00007	9	4						0	0	0	0	0
	201901	823456789012345		00007	1	1						0	0	1	1	0

Error Information Message

Missing Value. Always Required.

OK

Record: 3 of 7

No Filter

Search

REPORT

HELP

CLOSE

Child Care Data Viewer

## Family Information

**LEGEND**  
Missing Data  
Out of Range Data  
Inconsistent Data

02 - Case ID	323456789012345	01 - Report Period	201901	04 - FIPS Code	00000	16b - Zip Code	99208	
03 - Family SSN		08 - Start Date	201707	County				
07 - Family Copayment	\$0	05 - Single Parent	1	10 - Employment	1	13 - Housing Voucher	0	
09 - Monthly Income	\$336	06 - Subsidy Reason		11 - TANF	1	14 - Food Stamps	1	
Family's Payment/Month	\$2,099	16 - Family Size	04	12 - TANF MOE	0	15 - Other Federal	1	
Family's Hours/Month	534	16a - Homeless	0	16c - Military	0	16d - Language	02	

**CHILD 1 OF 3** Prev Child Next Child

17 - Child SSN		18 - Hispanic	0
24 - Gender	1	19 - Native American	0
25 - Date Of Birth	201412	20 - Asian	0
Child's Age (years)	4.1	21 - Black	0
25a - Disability	0	22 - Pacific Islander	0
		23 - White	0

**SETTING 1 OF 1** Prev Next

26 - Care Type	02
27 - Payment	\$725
28 - Hours	178
29 - FEIN	
30 - ID	323456789012345
Child's Totals:	\$725 178

**REPORT**
 **HELP**
 **CLOSE**

Features in the **Analyze Errors** module can support your QA reviews, staff supervision activities, and other administrative functions.

By selecting **Generate Views** from the Main Menu you can access pre-defined reports, as well as tools for customizing some of the reports and updating information on which the report calculations are based.

Child Care Data Viewer

## Generate Views

Customize Groups

Create Regions

View/Delete Regions

Update Poverty Guidelines


Customize Defaults

**Select Views**

**HELP**  
 **CLOSE**

By clicking the **Select Views** button on the Generate Views sub-menu, you can access thirteen (13) pre-defined reports if you submit full population data.

Child Care Data Viewer

 **Select Views**


Population Data

Select Report Period: 01/2019

Please select view(s) to be generated:

Select All  
Clear All


☐ Caseload by County  
☐ Caseload by Zip Code  
☐ County  
☐ Child  
☐ Child Disability  
☐ Family  
☐ Family Language / Military  
☐ Expenditures  
☐ Provider Quality Profile  
☐ Poverty Profile  
☐ Fact Sheet  
☐ Submission Summary  
☐ Performance Measures

? HELP  
 CLOSE

View Print

Note: If you load sample data into the *Data Viewer*, the *County* report will not be available as seen below.

Child Care Data Viewer

 **Select Views**


Sample Data

Month(s) Loaded: 07/2017  
08/2017

Please select view(s) to be generated:

Select All  
Clear All

☐ Caseload by County  
☐ Caseload by Zip Code  
☐ County  
☐ Child  
☐ Child Disability  
☐ Family  
☐ Family Language / Military  
☐ Expenditures  
☐ Provider Quality Profile  
☐ Poverty Profile  
☐ Fact Sheet  
☐ Submission Summary  
☐ Performance Measures

? HELP  
 CLOSE

View Print

Reports are presented in either tabular or graphical format, all of which may be exported into a Microsoft Word or Excel document for further use and/or modification. Reports can be *customized* using tools in the Generate Views module. For some reports, you are able to modify the default ranges of the axis values. For other reports, you are able to update values used for calculations (such as current Federal Poverty Guideline thresholds) or generate a report on a defined subset of your population.

Child Care Data Viewer

### Customize Groups

Group By : Age Grouping (In Months)

Age Grouping  
Income Grouping  
Co-Pay Grouping

Range1:	0	-	8	-	59
Range2:	12	-	23	-	60
Range3:	24	-	35	-	72
Range4:	36	-	47	-	156
				-	+

Each of these functions – loading data, analyzing information, and customizing reports – will be discussed in greater detail in the following sections:

### 3.1 Loading ACF-801 Data

### 3.2 Analyzing Errors

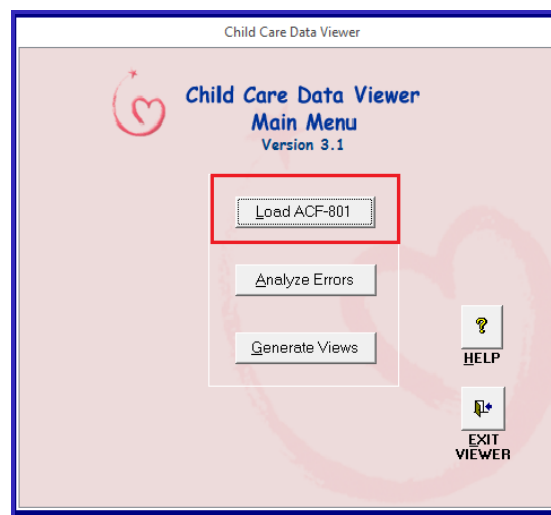
### 3.3 Generating and Customizing Reports

### 3.1 LOADING ACF-801 DATA

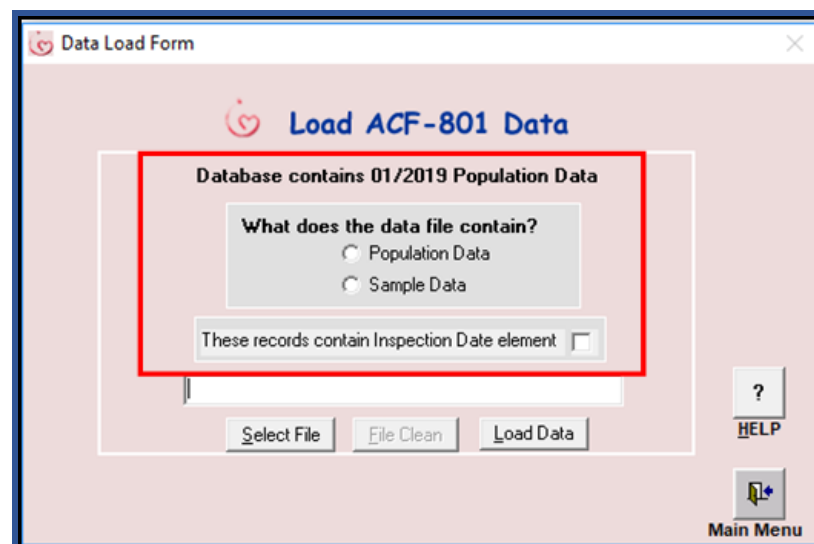
In order to load and analyze data in the *Data Viewer*, you must be able to access your ACF-801 data files on the same computer that you are using for the *Data Viewer* software.

**To load an ACF-801 Data file:**

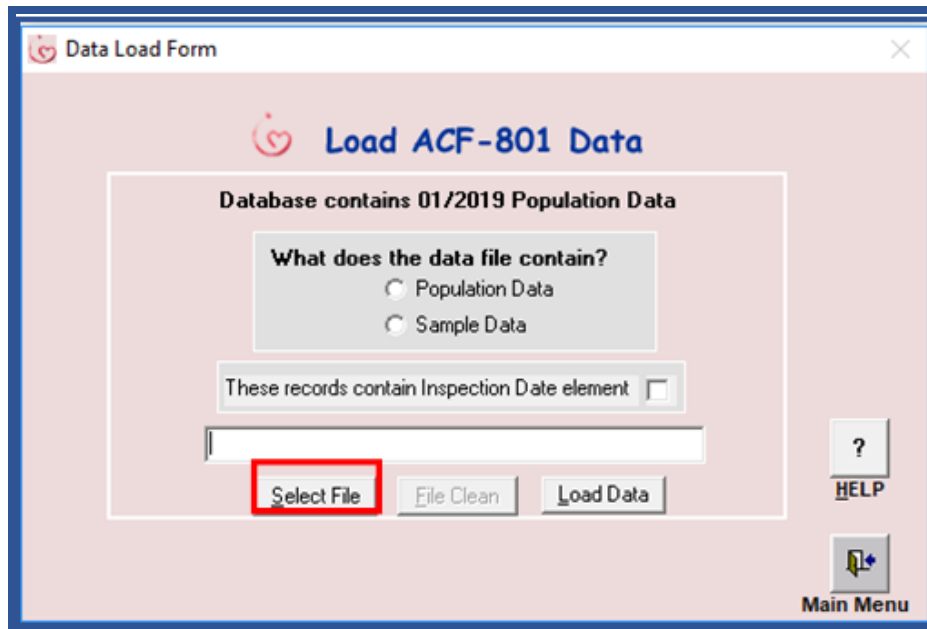
1. You can open the Data Viewer by browsing to the *Data Viewer* folder you created in Windows Explorer and clicking the **CCDViewer31.mdb** file.
2. Click the **Load ACF-801** button.



3. You must select whether you are loading a file that includes full population or sample data, and mark the check box if the file includes element #40 – Inspection Date.

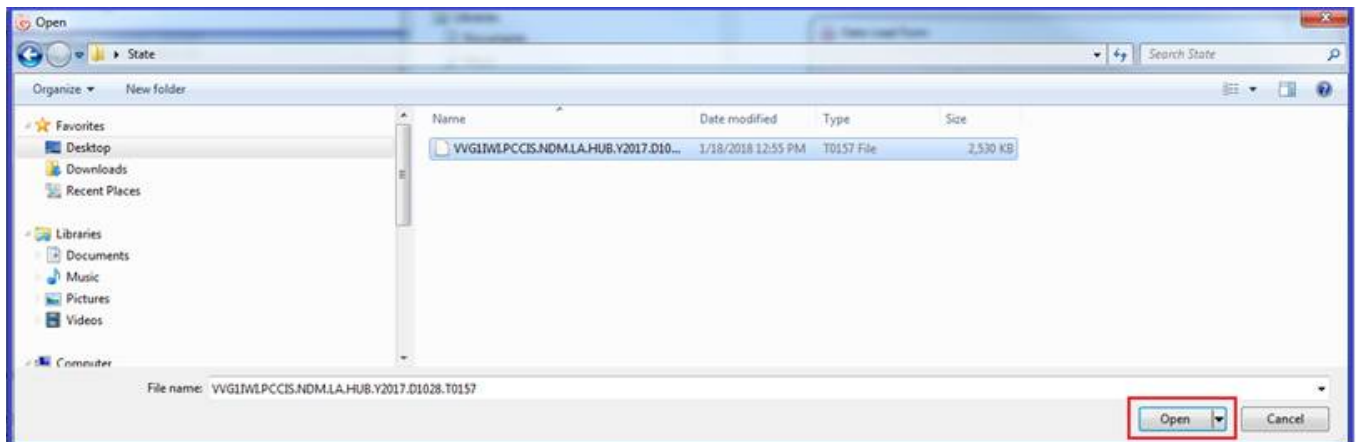


4. To access the data file you wish to load, click the **Select File** button. A browser window will open. Go to the location where your ACF-801 data files are saved.



The screenshot shows a web application window titled "Data Load Form". Inside, there's a red heart icon and the text "Load ACF-801 Data". Below this, it says "Database contains 01/2019 Population Data". A section titled "What does the data file contain?" has two radio buttons: "Population Data" (selected) and "Sample Data". Below that is a checkbox labeled "These records contain Inspection Date element" which is unchecked. There's an empty text input field. At the bottom, there are three buttons: "Select File" (highlighted with a red box), "File Clean", and "Load Data". On the right side, there's a "HELP" button with a question mark icon and a "Main Menu" button with a home icon.

5. Select the name of the data file you wish to load and then click **Open**.



You will see the file path to the data file you selected in the “Load ACF-801 Data” screen.

The screenshot shows a window titled "Data Load Form" with a close button in the top right corner. The main heading is "Load ACF-801 Data" with a red heart icon. Below this, it states "Database contains 01/2019 Population Data". A section titled "What does the data file contain?" has two radio buttons: "Population Data" (selected) and "Sample Data". Below this is a checkbox "These records contain Inspection Date element" which is checked. A text box displays the file path "S:\Temporary Files\WVG1\WI.PCCIS.NDM.ANYSTATE.H", which is highlighted with a red rectangular box. At the bottom of this section are three buttons: "Select File", "File Clean", and "Load Data". On the right side of the window, there is a "HELP" button with a question mark icon and a "Main Menu" button with a folder icon.

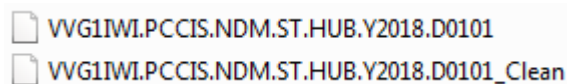
6. Once you have selected the file you wish to load, you have the option to **load** the data file or **clean** the data file.

This screenshot is identical to the previous one, showing the same "Data Load Form" window. However, in this image, the "File Clean" button at the bottom of the central panel is highlighted with a red rectangular box, while the file path text box is no longer highlighted.

## ***Cleaning Your Data File***

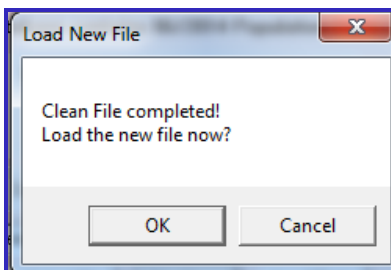
For states that generate fixed length data files (which are padded with spaces), cleaning the ACF-801 data file can create a new, potentially smaller, variable length data file. Loading the new “Clean” ACF-801 data file will take less time since the file size will be reduced. Although the cleaning process itself can take as long as loading the file the first time, the cleaned file will load faster should you want to reload it a second time.

To clean your data file, click **File Clean**. A cleaned file will automatically be saved to the same file location as the data file you initially selected. The cleaned file will have “\_Clean” added to the end of the file name.

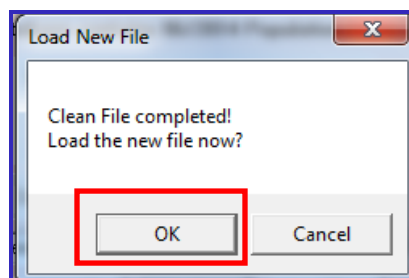


VVG1IW1.PCCIS.NDM.ST.HUB.Y2018.D0101  
VVG1IW1.PCCIS.NDM.ST.HUB.Y2018.D0101\_Clean

When the process is complete a message will appear letting you know that your data have been cleaned.

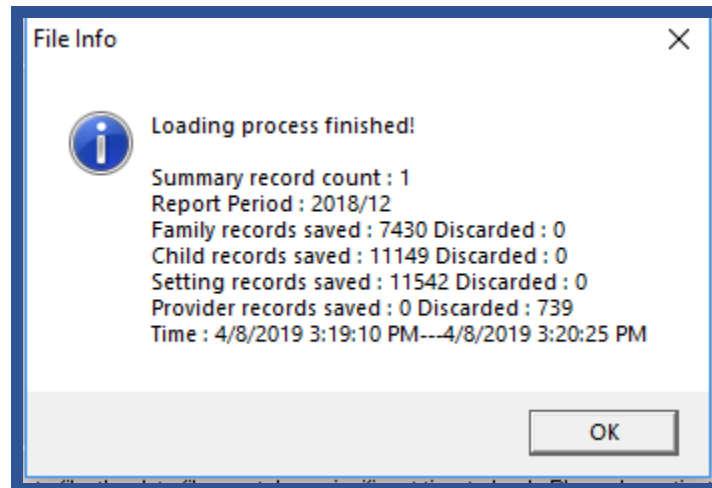


Once the cleaning process is complete, you can load the cleaned data file by clicking **OK**.



7. To load your data file without cleaning, simply click **Load Data**.

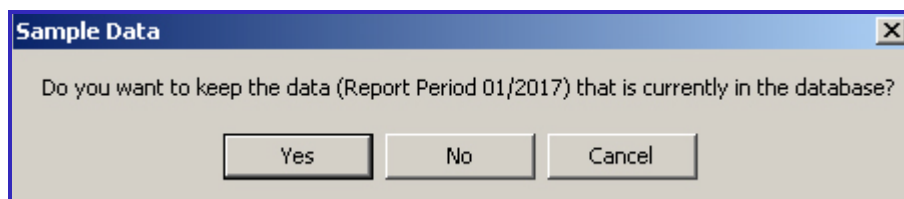
When the loading process is complete, you will be alerted that your data file successfully loaded with the following “File Info” message:



The “File Info” message contains a short summary of the loading process. For data that are loaded, the message indicates the report period, the number of family, child, setting, and provider records saved, the number of records that were discarded (because they contained format errors), and the date and time the data files were loaded.

8. Click **OK** to return to the “Load ACF-801 Data” screen.

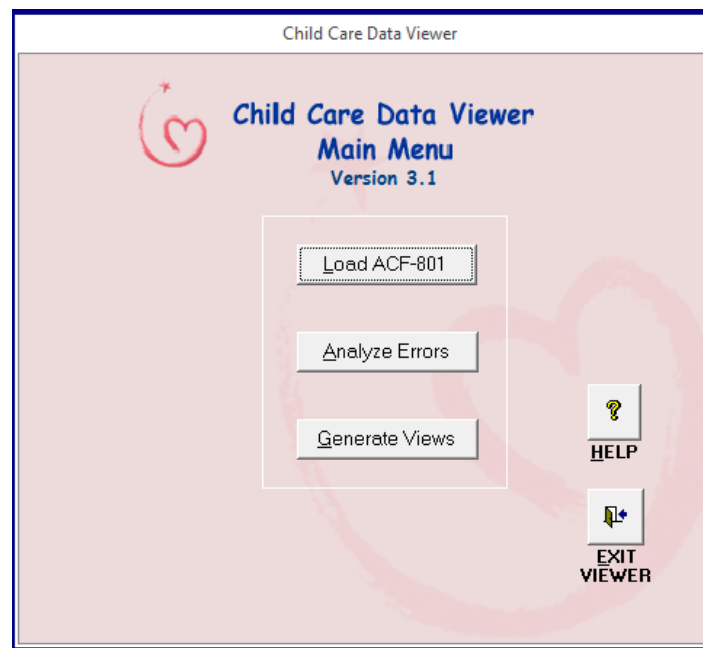
If you report ACF-801 data representing a sample population, you have the option of loading multiple files for analyses into the software by selecting another data file and repeating the loading process described above. The *Data Viewer* will prompt you with a question asking if you wish to keep the existing data file in the database. If you wish to load multiple files, click **Yes** and the new file you selected will begin to load.



If your state reports full population data, it is generally advised that you only keep a single data file in the *Data Viewer* database at a time.

**Note:** The process time of cleaning and/or loading your data file can vary greatly depending on the number of records the file contains, as well as other factors (such as the processing speed of your computer). Smaller data files, such as sample files, may take only a few seconds to load. Large data files may potentially require several hours to load. Please take this into consideration before you load your data file. If you are loading a large data file, you may elect to allow the loading process to run overnight.

9. Once your data file has been loaded, click the **Main Menu** button to return to the Main Menu.



Once at the Main Menu, you will have the option of using one of the modules – Load ACF-801 data, Analyze Errors, or Generate Views – or exiting the program.





### Helpful Notes:

Exiting the *Data Viewer* software will not erase data that currently are loaded into the database. If you exit the software and re-open it another time, the *Data Viewer* still will contain the data file(s) that were last loaded.

You may also save the existing database to a separate location. This will relieve you from having to reload that same data file each time you want to use it. To save your database, you will need to locate the *Data Viewer's* database *after* you have successfully loaded a file and then exited from the software. If you plan to save or store databases often, it is recommended that you create a folder where you plan to keep them.

Use the following steps to save the database and its associated generated reports:

1. Find the *Data Viewer* files in the folder where you have installed the software.

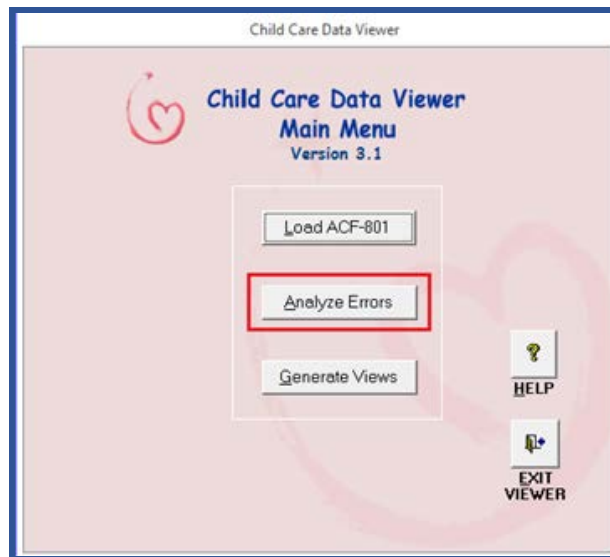
Name	Date modified	Type	Size
 CCDViewer31.exe	1/24/2018 3:58 PM	Application	276 KB
 <b>CCDViewer31.mdb</b>	2/1/2018 4:16 PM	Microsoft Access Database	159,824 KB
 COMCTL32.OCX	6/24/1998 1:00 AM	ActiveX control	596 KB
 COMDLG32.OCX	6/24/1998 1:00 AM	ActiveX control	137 KB

2. There should be an Access database file named **CCDViewer31.mdb**. COPY this database file. (Please Note that the **CCDViewer31.mdb** file must not be deleted or moved. Doing so will cause errors during future *Data Viewer* load operations.)
3. PASTE the file wherever you want to store your populated database.
4. RENAME the file so you know specifically what month and year of data it contains. For example: *DataViewer 09-01-17*. You can save as many report files as you want for future use and comparison. Be aware that if you have large amounts of data, these saved files can use a considerable amount of storage space on your computer.

Whenever you need to go back to this database or the associated reports, simply locate the database file you want to use and double-click it to open that copy of the *Data Viewer*. It will already contain the data you had previously saved. You will be able to select and use the function you need immediately and will not have to wait for that specific data to load or the reports to generate again. (Note that renamed copies of the *Data Viewer* database cannot be used to load other ACF-801 data files. All *Data Viewer* load operations must be performed using the originally installed software as the software is looking for the database with the original name.)

## 3.2 ANALYZING ERRORS

The Analyze Errors function allows the user to generate Summary Assessment Reports (SAR) to identify possible ACF-801 data errors and inconsistencies, and provides helpful information for making corrections. After you have successfully loaded an ACF-801 data file, click on the **Analyze Errors** button to access this module.



If you have loaded multiple sample data files or a quarterly data file, select the month that you would like to analyze from the **Select Report Period** drop-down list. You can only analyze one month of data at a time with the *Data Viewer*. If you only have one data file loaded, the *Data Viewer* will automatically analyze that data file.

Child Care Data Viewer  
Analyze Errors

Population Data  
Select Report Period: 01/2019

LEGEND  
X - Missing Data  
O - Out of Range Data  
I - Inconsistent Data

31 Provider FEIN	32 Provider ID	33 QRIS Participation	34 QRIS Rating	35 Accreditation Status	36 Pre-K Standards	37 Other State Quality Measures
	323456789012345	8	999	9	9	9
	523456789012345	8	999	9	9	7 O
987654321		6 O	999	9	9	9
876543210		8	999	5 O	9	9
		I	999	9	9	9
765432123		8	999	9	4 O	9

Records: 1 of 6

### 3.2.1 Summary Assessment Report (SAR)

The *Data Viewer* generates a SAR very similar to the one generated by the Office of Child Care Information System (OCCIS). This report provides high-level information about the data submission as a whole. Click the **View Summary Assessment Report** button to generate and view the SAR. Once the report is generated, you can save it as a Microsoft Word or Excel file and/or print it out for your records. For detailed information on the SAR, refer to the latest version of Technical Bulletin #9: <https://www.acf.hhs.gov/occ/resource/current-technical-bulletins>.

View Summary Assessment Report

## Analyze Errors

Population Data

Select Report Period: 09/2017

**LEGEND**

M - Missing Data

O - Out of Range Data

I - Inconsistent Data

**OCCIS/CCM**  
Date: 10/06/2017 9:28:15 PM  
State: State Name

**ACT-800 Data Submission**  
Summary Data Assessment Report  
Report Date: January 2019  
[File Format Assessment](#)

1. Facilities were rejected because of format errors.  
1. providers were rejected because of format errors.

**Submission Summary**

Facilities receiving subsidized child care (per Summary Record): 00  
Providers receiving subsidized payments (per Summary Record): 30  
Children: 10      \*\* Successes family record counts \*\*  
Settings: 10      \*\* Successes provider record counts \*\*  
Providers: 6      \*\* Facilities receiving subsidized child care is incorrect in the Summary Record (<200) \*\*  
Records: 2      \*\* Missing Facilities for element #03 (Means of Care) \*\*  
                     \*\* Missing Facilities for element #04 (QGIS Rating) \*\*  
                     \*\* Missing Facilities for element #07 (Other State Defined Query) \*\*

Data Element	Missing	Out of Range	Inconsistent	Total Errors	Subject Records	Success Rate
<b>Facility Data:</b>						
01: Report Period	0	0	0	0	10	100.00%
02: State ID	0	0	0	0	10	100.00%
03: SSN	0	0	0	0	10	100.00%
04: STPS Code	0	0	0	0	10	100.00%
05: Single Parent	0	0	0	0	10	100.00%
06: Care Reason	2	0	0	2	10	80.00%
07: Copay	0	0	2	2	8	66.67%
08: Subsidy Begins	0	0	0	0	10	100.00%
09: Income	0	0	2	2	8	66.67%
10: Employment	0	1	0	1	8	88.89%
11: CACOP	0	1	0	1	8	88.89%
12: TANF/BAID	0	0	0	0	8	100.00%
13: Housing Costs	0	0	0	0	8	100.00%
14: Food Stamps	0	0	0	0	8	100.00%
15: Other Assistance	0	0	0	0	8	100.00%
16: Poverty Size	0	0	2	2	10	70.00%
16a: Homeless	0	1	0	1	10	90.00%
16b: Poverty Zip Code	0	0	0	0	10	100.00%
16c: Military	0	1	0	1	10	90.00%
16d: Language	0	2	0	2	10	80.00%
<b>Child Data:</b>						
17: Child SSN	0	0	0	0	10	100.00%
18: Ethnicity	0	0	0	0	10	100.00%
19: American Indian	0	0	14	14	10	6.67%

Page 1 of 2

**OCCIS/CCM**  
Date: 10/06/2017 9:27:18 PM  
State: State Name

20: Asian	0	0	14	14	10	6.67%
21: African American	0	0	14	14	10	6.67%
22: Pacific Islander	0	0	14	14	10	6.67%
23: White	0	0	14	14	10	6.67%
24: Gender	0	0	0	0	10	100.00%
25: Birth Date	0	0	0	0	10	100.00%
25a: Disability	0	1	0	1	10	90.00%
<b>Setting Data:</b>						
26: Care Type	0	1	0	1	10	89.00%
27: American Indian	0	1	0	1	10	89.00%
28: Means of Care	0	1	0	1	10	89.00%
29: Provider FQRI	0	0	0	0	10	100.00%
30: Provider State ID	0	0	1	1	10	89.00%
<b>Provider Data:</b>						
31: Provider FQRI	0	0	0	0	8	100.00%
32: Provider State ID	0	0	1	1	8	87.50%
33: Provider QGIS	0	1	0	1	8	87.50%
34: Provider QGIS Rating	0	0	0	0	8	100.00%
35: Accredited Status	0	1	0	1	8	87.50%
36: State Child	0	1	0	1	8	87.50%
37: Other Qualifies	0	1	0	1	8	87.50%
38: Head Start	0	1	0	1	8	87.50%
39: Provider Zip Code	0	0	0	0	8	100.00%
40: Inspection Date	0	0	0	0	8	0.00%
<b>Totals:</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>10</b>	<b>104</b>	

**Cross File Checks**

Please note:  
Your State submitted no children receiving child care services in more than two sessions for the month.  
FIPS is null.

Page 1 of 1

### 3.2.2 Analyze Errors Screen

There are ten (10) tabs on the “Analyze Errors” screen (described below); each displays records that contain potential errors. The “errors” displayed in the *Data Viewer* may not necessarily be erroneous data for your state. The checks put in place in the *Data Viewer* are based on general programmatic norms related to child care programs. The data are checked against these norms, and if the data don’t meet the criteria, they are flagged by the software as containing possible errors. Only those records with possible errors will be displayed in the screens. If no records are displayed, there are no errors of that type in the data file that were flagged by the Viewer.

The checks in the *Data Viewer* are the same as those made in the OCCIS when you submit your data. Thus any “errors” in the *Data Viewer* will show up as “errors” when you submit your data to OCCIS if you fail to make corrections or changes prior to submitting the data.

Child Care Data Viewer

**Analyze Errors**

Population Data

Select Report Period: 1st 2009

Format-Family   Format-Provider   Family   Child   Setting   Provider   Rpt/Birth Date   Summary   Footnote   Cross File

View	01 Report Family	02 Case ID	03 Family SSN	04 FIPS Code	05 Single Subsidy	06 Parent Reason	07 Monthly Copy	08 Start Date	09 Monthly Income	10 Employ ment	11 TANF	12 TANF MOE	13 Housing Voucher	14 Food Stamps	15 Other Fam	16 Fed. Sta
	201901	123456789012345		00000	1	1	0035	201806	00000	I	0	0	0	0	1	0
	201901	223456789012345		00000	0	1	0145	201807	00000	I	0	0	0	0	1	0
	201901	323456789012345		00000	1		0000	201707	00336	1	1	0	0	1	1	0
	201901	923456789012345		00001	1	1	0190	201708	02080	1	3	0	0	1	0	0
	201901	423456789012345		00007	0		0135	201808	00000	I	0	0	0	0	1	0
	201901	723456789012345		00007	9	4	0000	201708	00000	0	0	0	0	0	0	0
	201901	823456789012345		00007	1	1	0000	201809	01608	3	0	0	0	1	1	0

Record: 1 of 7   No Filter   Search

REPORT   ?   HELP   CLOSE

**NOTE:** Version 3.1 of the Data Viewer no longer has two tabs: CoPay/Payment and Fam/Child SSN. Because copay is no longer included in the payment, there is no need for a consistency check. Additionally, SSNs are not to be included in the ACF-801 report, therefore, there is no longer a check on SSNS.

The Format-Family, Format-Provider, Summary, and Footnote tabs show records that are not formatted properly, while the Cross File tab shows results of a programmatic analysis of the data. Each of the remaining tabs shows the following types of errors:

- **M** – Missing data error
- **O** – Out Of Range data error
- **I** – Internal Consistency data error (These errors identify inconsistencies between related data elements)

**LEGEND**

**M** - Missing Data

**O** - Out of Range Data

**I** - Inconsistent Data

## Format–Family, Format–Provider, Summary, and Footnote Tabs

Each of these tabs displays records that contain format errors. Records with format errors do not have the appropriate number of characters or delimiters as a part of the record. The *Data Viewer* can only read files that have been properly formatted. Any records which are not formatted properly are discarded by the *Data Viewer* and not included in the data analysis. For more information on properly formatted records, refer to the latest version of Technical Bulletin #4:

<https://www.acf.hhs.gov/occ/resource/current-technical-bulletins>.

The user can view rejected records and identify the format error(s) within that record. To obtain a description of the error, click the **View Error** button associated with the rejected record for which you want more information. A window will pop-up displaying a message about the potential error.

The screenshot shows the 'Child Care Data Viewer' interface with the 'Analyze Errors' section. The 'Format-Provider' tab is active. A table titled 'Rejected Provider Records' contains one record. The 'View Error' button for this record is highlighted with a red box. A pop-up window titled 'Error Information Message' displays a warning icon and the message: 'Provider record length violates mandated field allocations.' The table has columns for 'View Error', 'Report Period', 'Provider Rec #', and 'P'. The record shown is for Report Period 201901 and Provider Rec # 19. The table also includes columns for 'FEN', 'Provider ID', 'Zip Code', and 'S'.

View Error	Report Period	Provider Rec #	P	FEN	Provider ID	Zip Code	S
31	201901	19	P	65432123	345678	999909	6

On the Format-Family tab, the **Error Location** column indicates whether the format error is in the record's family, child or setting data. The **Family Rec #** and **Provider Rec #** columns indicate the approximate line location of the erroneous record within the ACF-801 data file. The Format Family or Format Provider tabs will indicate the exact line within the ACF-801 file. For example in the Format Family tab shown below, the first error is located in the **setting** record for the family reported on the **2<sup>nd</sup>** line of the ACF-801 file.

Child Care Data Viewer

**Analyze Errors**

Population Data  
Select Report Period: 01/2019

View Summary Assessment Report

Format-Family Format-Provider Family Child Setting Provider Rpt/Birth Date Summary Footnote Cross File

LEGEND  
X - Missing Data  
O - Out of Range Data  
I - Inconsistent Data

Rejected Records

View Error	Report Period	Error Location	Family Rec #	Report Date	Case ID	Family SSN	FIPS Code	Co-pay	Start Date	Monthly Income	Zip Code	Child SSN
9	201901	Family	11	F201901	103456789012345		000071	0035	201805	014491000100	2099914001	

Error Information Message

Family Record length is not 58 (pre-Jan 2002 format) or 60 (Jan 2002 and beyond format) characters long.

OK

Records: 1 of 1

REPORT ? HELP CLOSE

### Family, Child, Setting, Provider, and Rpt/Birth Date Tabs

These tabs display all Family, Child, Setting, and Provider records that contain missing, out of range, and/or inconsistent data. Only records containing these types of errors will be displayed.

Child Care Data Viewer

**Family Information**

LEGEND  
Missing Data  
Out of Range Data  
Inconsistent Data

02 - Case ID 323456789012345 01 - Report Period 201901 04 - FIPS Code 00000 16b - Zip Code 99208

03 - Family SSN 08 - Start Date 201707 County

07 - Family Copayment \$0 05 - Single Parent 1 10 - Employment 1 13 - Housing Voucher 0

09 - Monthly Income \$336 06 - Subsidy Reason 11 - TANF 1 14 - Food Stamps 1

Family's Payment/Month \$2,099 16 - Family Size 04 12 - TANF MOE 0 15 - Other Federal 1

Family's Hours/Month 534 16a - Homeless 0 16c - Military 0 16d - Language 02

CHILD 1 OF 3 Prev. Child Next Child

SETTING 1 OF 1 Prev. Setting Next Setting

17 - Child SSN 18 - Hispanic 0 26 - Care Type 02

24 - Gender 1 19 - Native American 0 27 - Payment \$725 28 - Hours 178

25 - Date Of Birth 201412 21 - Black 0 29 - FEIN

Child's Age (years) 4.1 22 - Pacific Islander 0 30 - ID 323456789012345

25a - Disability 0 23 - White 0 Child's Totals: \$725 178

REPORT ? HELP CLOSE

To view details about the error, click on the **View Family** button for the record you wish to display in the “Family Information” screen.

Child Care Data Viewer

## Family Information

**LEGEND**  
Missing Data  
Out of Range Data  
Inconsistent Data

02 - Case ID	423456789012345	01 - Report Period	201901	04 - FIPS Code	00007	16b - Zip Code	99920	
03 - Family SSN		08 - Start Date	201808	County				
07 - Family Copayment	\$135	05 - Single Parent	0	10 - Employment	0	13 - Housing Voucher	0	
09 - Monthly Income	\$0	06 - Subsidy Reason		11 - TANF	0	14 - Food Stamps	1	
Family's Payment/Month		16 - Family Size	03	12 - TANF MOE	0	15 - Other Federal	0	
Family's Hours/Month	178	16a - Homeless	0	16c - Military	0	16d - Language	01	

**CHILD 1 OF 1** Prev Child Next Child

17 - Child SSN		18 - Hispanic	0
24 - Gender	2	19 - Native American	0
25 - Date Of Birth	201709	20 - Asian	0
Child's Age (years)	1.3	21 - Black	0
25a - Disability	0	22 - Pacific Islander	0
		23 - White	0

**SETTING 1 OF 1** Prev Next

26 - Care Type	02
27 - Payment	\$8,683
28 - Hours	178
29 - FEIN	
30 - ID	523456789012345
Child's Totals:	178

**REPORT**
**HELP**
**CLOSE**

### Family Information Screen

The “Family Information” screen displays all data for the family, including child and setting information and information identifying the provider. The Child and Setting areas of the screen contain navigation buttons to allow you to view information for additional children and settings for that same family.

Child Care Data Viewer

## Family Information

**LEGEND**  
Missing Data  
Out of Range Data  
Inconsistent Data

02 - Case ID	323456789012345	01 - Report Period	201901	04 - FIPS Code	00000	16b - Zip Code	99208	
03 - Family SSN		08 - Start Date	201707	County				
07 - Family Copayment	\$0	05 - Single Parent	1	10 - Employment	1	13 - Housing Voucher	0	
09 - Monthly Income	\$336	06 - Subsidy Reason		11 - TANF	1	14 - Food Stamps	1	
Family's Payment/Month	\$2,099	16 - Family Size	04	12 - TANF MOE	0	15 - Other Federal	1	
Family's Hours/Month	534	16a - Homeless	0	16c - Military	0	16d - Language	02	

**CHILD 1 OF 3** Prev Child Next Child

17 - Child SSN		18 - Hispanic	0
24 - Gender	1	19 - Native American	0
25 - Date Of Birth	201412	20 - Asian	0
Child's Age (years)	4.1	21 - Black	0
25a - Disability	0	22 - Pacific Islander	0
		23 - White	0

**SETTING 1 OF 1** Prev Next

26 - Care Type	02
27 - Payment	\$725
28 - Hours	178
29 - FEIN	
30 - ID	323456789012345
Child's Totals:	\$725 178

**REPORT**
**HELP**
**CLOSE**

The errors are color-coded to indicate missing (green), out-of-range (pink), and inconsistent (blue) data. Hold your cursor over a data field to learn more about the valid ranges or consistency checks. Refer to Technical Bulletin #3 for more information on valid ranges and consistency checks:

<https://www.acf.hhs.gov/occ/resource/current-technical-bulletins>.

Child Care Data Viewer

### Family Information

**LEGEND**

- Missing Data
- Out of Range Data
- Inconsistent Data

02 - Case ID: 323456789012345    01 - Report Period: 201901    04 - FIPS Code: 00000    16b - Zip Code: 99208

03 - Family SSN:    08 - Start Date: 201707    County:   

07 - Family Copayment: \$0    05 - Single Parent: 1    10 - Employment: 1    13 - Housing Voucher: 0

09 - Monthly Income: \$336    06 - Subsidy Reason:      11 - TANF: 1    14 - Food Stamps: 1

Family's Payment/Month: \$2,099    16 - Family Size: 04    12 - TANF MOE: 0    15 - Other Federal: 1

Family's Hours/Month: 534    16a - Homeless: 0    16c - Military: 0    16d - Language: 02

**CHILD 1 OF 3**    Prev Child    Next Child

17 - Child SSN:    18 - Hispanic: 0    26 - Care Type: 02

24 - Gender: 1    19 - Native American: 0    27 - Payment: \$725    28 - Hours: 178

25 - Date Of Birth: 201412    20 - Asian: 0    29 - FEIN:    30 - ID: 323456789012345

Child's Age (years): 4.1    21 - Black: 0    Child's Totals: \$725    178

25a - Disability: 0    22 - Pacific Islander: 0    **REPORT**    **HELP**    **CLOSE**

23 - White: 0

The **Report** button displayed on the “Family Information” screen will provide you with a report detailing all of the family, child setting, and provider identifying information in that family’s record.

**Family Information**  
Report Period: 01/2019

02 - Case ID: 323456789012345	01 - Report Period: 201901	04 - FIPS Code: 00000	County:	10 - Employment: 1 - Y
03 - Family SSN:	08 - Start Date: 201707	05 - Single Parent: 1 - Y	11 - TANF: 1 - Y	12 - State Program: 0 - N
07 - Monthly Copay: \$0	06 - Subsidy Reason:	13 - Housing Voucher: 0 - N	14 - Food Stamps: 1 - Y	15 - Other Federal: 1 - Y
09 - Monthly Income: \$336	16 - Family Size: 04	16a - Homeless: 0 - N	16b - Zip Code: 99208	16c - Military: 0 - N
Family's Total Payment/Month: \$2,099	16d - Language: 02 - Spanish	16e - Homeless: 0 - N	16f - Family Zip Code: 99208	16g - Military Service: 0 - N
Family's Total Hours/Month: 534	17 - Child SSN:	18 - Hispanic: 0	19 - Native American: 0	20 - Asian: 0
16a - Homeless: 0 - N	21 - Black: 0	22 - Pacific Islander: 0	23 - White: 0	24 - Gender: 1
16b - Zip Code: 99208	25 - Date Of Birth: 201412	25a - Disability: 0	26 - Care Type: 02	27 - Payment: \$725
16c - Military: 0 - N	28 - Hours: 178	29 - Provider FEIN:	30 - Provider State ID: 323456789012345	31 - Provider State ID: 323456789012345

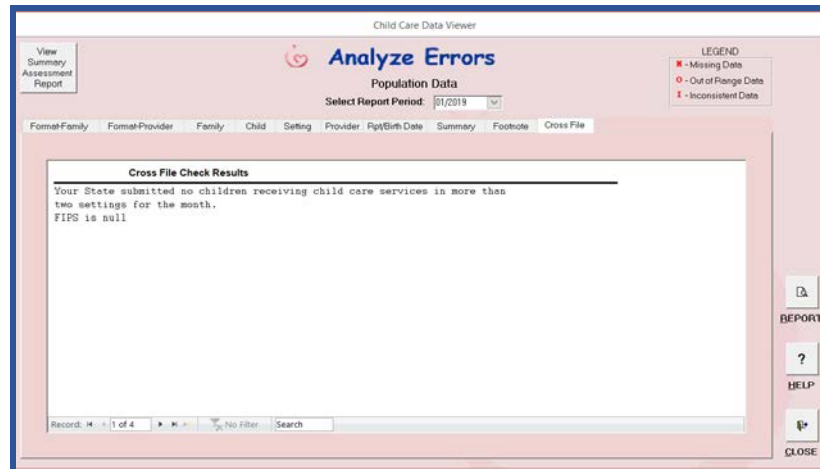
Wednesday, April 10, 2019 Page 1 of 2

## Cross File Tab

Cross File messages present the results of a programmatic analysis of all the data that passed the file format and data quality checks. For additional information on Cross File checks, refer to the latest version of Technical Bulletin #9:

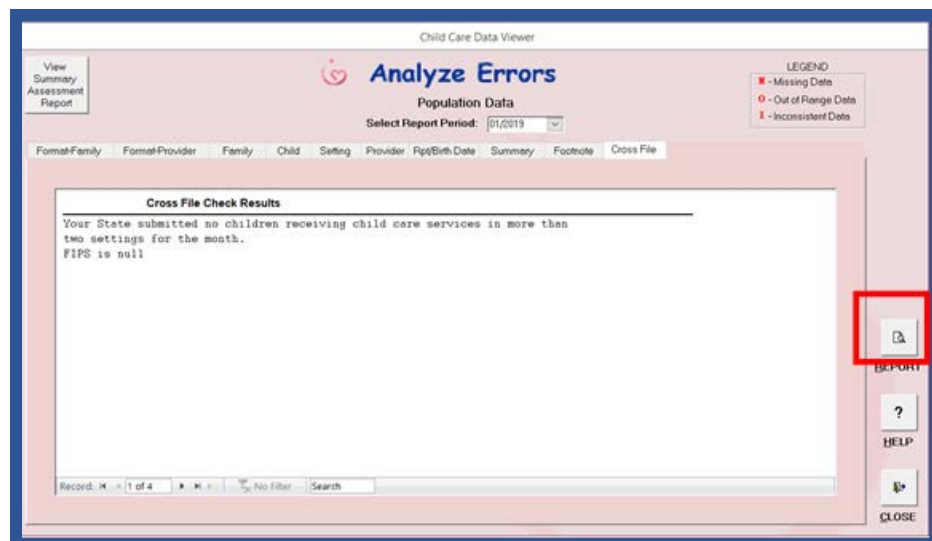
<https://www.acf.hhs.gov/occ/resource/current-technical-bulletins>.

These checks do not necessarily indicate that there is an error in your data, but it does indicate that your data do not conform to typical national averages and may warrant some investigation to ensure accuracy.

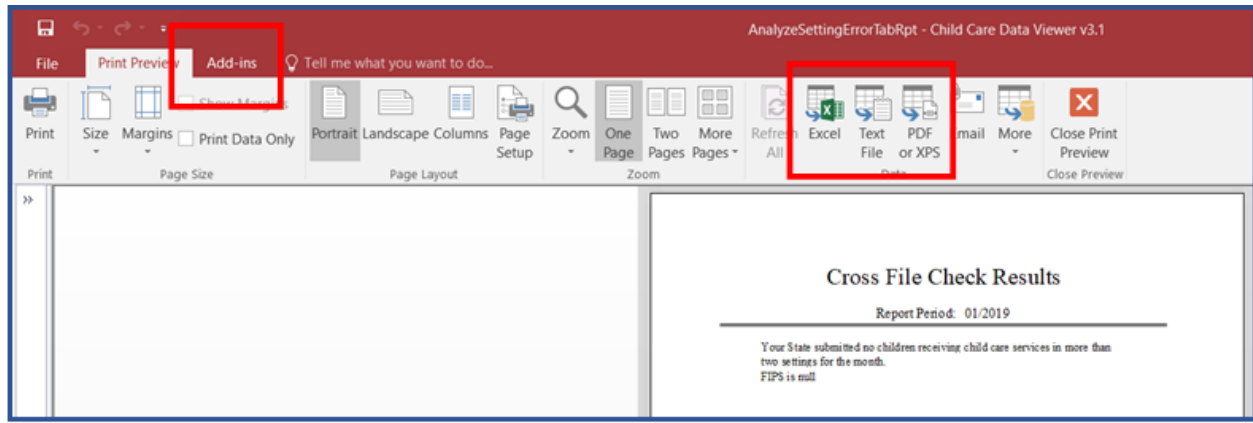


## Report Button

The **Report** button on the Analyze Errors screen allows the user to view and print a list of family or provider records which may contain errors. The family or provider records with potential errors are listed in order by FIPS code. Provider records are listed in order by ID number. **Note:** In order to view the full range of elements, you will have to use the scroll bar at the bottom of the screen.

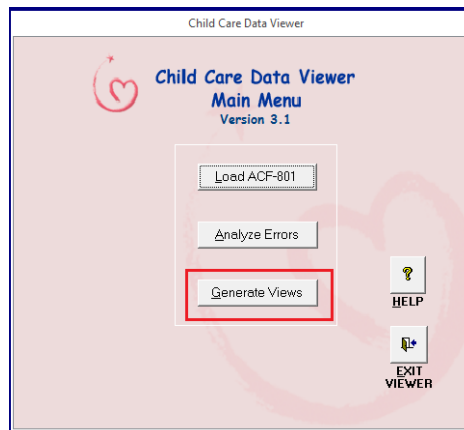


To view a report of all documented errors within a particular category (i.e., child, setting, provider, footnote, etc...), navigate to that tab and click the **Report** button. Once a report is generated, click on the *Add-Ins* or *Print Preview* tabs to open it in Microsoft Word or Excel to save/export and/or print it out for your records.



### 3.3 GENERATING AND CUSTOMIZING REPORTS

The reports module of the *Data Viewer* allows you to generate standard reports. Some of these reports may be customized to meet your program's unique needs. (For more information on customizing reports, see Sections 3.3.2 and 3.3.3.)

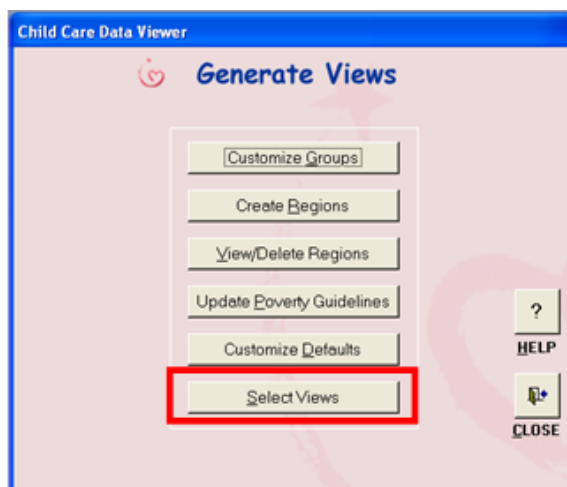


#### 3.3.1 Selecting Views (Generating Reports)

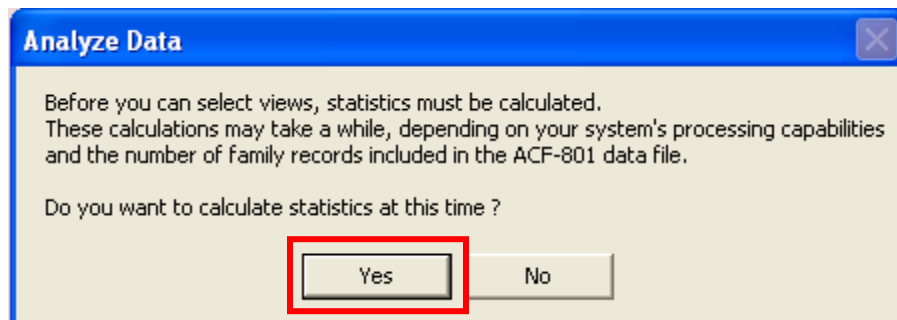
When SAR's are generated, they analyze only one month's data at a time. When reports are generated through Generate Views, they combine all of the data currently in the *Data Viewer* and prepare one consolidated report.

#### **Steps for Generating Reports:**

1. Click the **Generate Views** button from the Main Menu.
2. Click **Select Views** from the sub-menu.



- Before you can select any reports, the *Data Viewer* must calculate the appropriate statistics. When prompted, click **Yes** if you want to calculate statistics and continue.



**Note:** The length of time it takes to calculate statistics will depend upon the number of records in the data file(s), as well as other factors.

When you click **Yes**, the “Poverty Guidelines” screen will open. Poverty guidelines provide the basis for your Poverty Profile report calculations. If the existing values are correct, click **OK**. If the values are not correct, enter the poverty guidelines that you want to use, specify the year for which they apply, and click **OK**. Once you have confirmed the correct poverty values and year, the *Data Viewer* will then calculate the statistics for each of the reports. (See Section 3.3.3 for more information on Poverty Guidelines).

- After the statistics have been calculated, select the desired report(s) you wish to view or print by checking the box on the left of each report name. Click the **View** or **Print** button. Once reports are generated, they can be exported into Microsoft Excel or Word for customization.

When you load full population data in the *Data Viewer*, there are thirteen (13) reports available to you. If you load sample data, the County Profile report will not be available.

The screenshot shows the 'Child Care Data Viewer' interface. At the top, it says 'Child Care Data Viewer'. Below that is a red heart icon and the text 'Select Views'. Underneath is 'Population Data' and a dropdown menu for 'Select Report Period' set to '01/2019'. The main instruction is 'Please select view(s) to be generated:'. A central box contains a list of views with checkboxes: 'Caseload by County', 'Caseload by Zip Code', 'County', 'Child', 'Child Disability', 'Family', 'Family Language / Military', 'Expenditures', 'Provider Quality Profile', 'Poverty Profile', 'Fact Sheet', 'Submission Summary', and 'Performance Measures'. To the left of this list are 'Select All' and 'Clear All' buttons. To the right are '?', 'HELP', and 'CLOSE' buttons. At the bottom of the list box are 'View' and 'Print' buttons.

Each report shows key summary fact information at the top of the report and summary information (which may include charts and graphs) below that box. The available reports include:

- Caseload by County Profile: Provides a county breakout of the records in your data file, indicating the number and percentage of families and children in each county. For sample data, the report details the number and percentages of families and children sampled from each county. This report can be customized by creating regions for which you want summary information. (See the Section on *Creating Regions* in Section 3.3.2.)
- Caseload by Zip Code: Provides a breakout of the records in your data file by zip code, indicating the number and percentage of families, children, homeless families, and providers in each zip code. For sample data, the report details the number and percentages of families and children sampled from each zip code.
- County Profile (available only for full population data files): Provides information by County, including the number of families, percentage of new families, information regarding expenditures and co-pay, reason for care, type of care and other child care service features.

- Child Profile: Gives summary information about the children you served, including the average number of hours of care per month by age and type of care, and race/ethnicity.
- Child Disability: Provides the number of children with and without disabilities by age. (See Section 3.3.2 for information on customizing defaults.)
- Family Profile: Summarizes information about the reason for care, family sources of income, and family income and co-pay. (See Section 3.3.2 for information on customizing groups.)
- Family Language/Military: Provides information on the number and percentage of children within each reported language and response for Military status.
- Expenditures Profile: Provides information on the average monthly expenditures for child care by age and type of care.
- Provider Quality Profile: Summarizes information about provider QRIS participation, accreditation, and other quality information.
- Poverty Profile: Summarizes information on family size, family income, and co-pay and care type relative to poverty as defined by the poverty information you enter in the *Data Viewer*.
- Fact Sheet: Each of the available reports has data facts detailed in a text box at the top. The Fact Sheet provides a one page summary of all the information that is in the text boxes on each of the other eight reports.
- Submission Summary: This report includes information from the header record including the report period, the number of families served, the number of children in Pre-K, and any footnotes included with the file.

If you have loaded multiple sample data files or a quarterly data file, there will be one submission summary report for each month of data you have loaded in the *Data Viewer*.

- Performance Measure: Estimates the percentage of eligible families that the State served and the percentage of their income families are paying toward their co-pay. (See Section 3.3.2 for information on customizing defaults.)

### 3.3.2 Customizing Groups and Creating Regions

The *Data Viewer* is pre-set with default groupings for age, income, and co-pay on which reports are based. Additionally, Counties can be grouped together to define Regions.

#### **Customizing Groups**

The defaults are general groupings that may fit the basic needs of most child care programs. The *Data Viewer* lets you change the default groupings to better fit your reporting needs. For example, the default age groups for infants, toddlers, and pre-school aged children are in one-year increments (0-1, 1-2, etc.), while school-aged children are grouped together (6-13). You may need to analyze your data with pre-school aged or infant/toddler aged children grouped together. The *Data Viewer* lets you change the age groupings to meet your needs.

#### **Steps for Customizing Groups:**

1. Click the **Customize Groups** button from the “Generate Views” sub-menu.
2. Select the group criteria for which you would like to change the ranges (age, income, or co-pay) from the drop-down list. Enter the new ranges you would like your report to use.



3. Click the **Save Group** button. Your newly established groupings will be used as the basis for reports until you either restore the defaults or change them to alternative groupings.
4. To restore any group defaults, click the **Reset to Default** button and then click the **Save Group** button.

Child Care Data Viewer

**Customize Groups**

Group By : Age Grouping (In Months)

Range1: 0 - 11      Range5: 48 - 59

Range2: 12 - 23      Range6: 60 - 71

Range3: 24 - 35      Range7: 72 - 155

Range4: 36 - 47      Range8: 156 - +

Save Group      Reset to Default

? **HELP**

+ **CLOSE**


## Creating/Viewing/Deleting Regions

The Caseload Profile report provides information at the county level. You may, however, wish to have your data analyzed based on a regional breakout. You can create Regions using the “Create Regions” sub-menu. If you define Regions, the Caseload Profile report will be based on those Regions.

### Steps for Creating Regions:

1. Click the **Create Regions** button from the “Generate Views” sub-menu. Your state’s name will be listed in the “State/Territory” box (based on the data file you successfully loaded in the *Viewer*).
2. Select the counties on the left that you would like to link together as a Region. Hold down the *Ctrl* key to highlight multiple counties at one time.
3. Click the right pointing arrow (>) to move the selected counties into the field on the right.
4. Type a label name in the “Region Label” field.

**Child Care Data Viewer**

 **Create Regions**

State/Territory: Alaska

County Name	County Code
Skagway-Yakutat-Angoon	231
Skagway-Hoonah-Angoon	232
Southeast Fairbanks	240
Wade Hampton	270
Wrangell-Petersburg	280
Yakutat	282

>

<

County Name	County Code
Anchorage	020
Bristol Bay	060
Valdez-Cordova	261

Region Label: Eastern Region

**HELP** **CLOSE**

- Click the **Create Region** button at the bottom of the page.
- Create another Region if desired. Only those counties that have not been designated as a part of a Region will remain in the "County Name/County Code" field on the left side.
- If you want to create a Region for all or all remaining counties click the **Select All** button and click the right-pointing arrow (>). Enter a label name and click the **Create Region** button.

The County Profile report will provide summary information for the Regions that you have created along with summary information separately for each of the counties in your State.

Any Regions that you create will be saved and will be the basis of any future caseload profile reports until you either change the regions or delete them.

- Click **Close**.

To view the Regions that you have created, click the **View/Delete Regions** button from the "Generate Views" sub-menu. Select the desired Region from the drop-down list. The county names/codes that you assigned to that Region will be listed in the field below.

**Child Care Data Viewer**

**View/Delete Regions**

Region: Eastern Region

County Name	County Code
Anchorage	020
Bristol Bay	060
Valdez-Cordova	261

Delete Region

? **HELP**

+ **CLOSE**

If you wish to delete a Region, select the Region from the drop-down list and click the **Delete Region** button at the bottom of the form. Those counties will no longer be included as a part of a Region and will remain on the list of counties that you haven't designated to be a part of a Region.

### 3.3.3 Updating Calculation Values

The *Data Viewer* has several values that are used as the basis for some calculations and to determine which data to include in the reports:

- Poverty Guidelines
- Maximum Age for eligibility
- Number of eligible families

You have the ability to update these values to better fit your reporting needs.

### **Poverty Guidelines**

The Poverty Profile report has information that is based on poverty level information. In general, you should use the Federal poverty guidelines associated with the Federal fiscal year of the data you have loaded in the *Data Viewer*. However, you may choose to run this report based on a different year's poverty level information or your State poverty level information. It is important to review which year's information is loaded in the Poverty Guidelines form prior to running reports.

### Steps for Updating Poverty Guidelines:

1. Click on the “Poverty Guidelines” sub-menu.
2. Enter the year of the poverty guidelines on which you want your reports based.
3. Enter the appropriate values for the “Poverty Value for Family Size of 1” field and the “Each Additional Family Member Add” field.
4. Click the **Update Poverty Data** button and the *Viewer* will run the statistics.

### Maximum Age and Eligible Families

The *Data Viewer* has a default value for each state representing the maximum age of children that are served by the CCDF program in that state. Only the data for those children who meet the maximum age requirement will be included in the reports. You may only want to include children with a lower maximum age in your report. If so, you can change the maximum age default in the *Data Viewer*.

The *Data Viewer* was also pre-set with estimated numbers of subsidy-eligible families for each State. The Office of the Assistant Secretary for Planning and Evaluation (ASPE) of the Dept. of Health and Human Services (HHS) prepared estimates for the number of families eligible for child care services in each State/Territory in 1999 around the time when the *Data Viewer* was first released. The Performance Measures report uses these estimates to generate statistics on the percentage of eligible families being served.

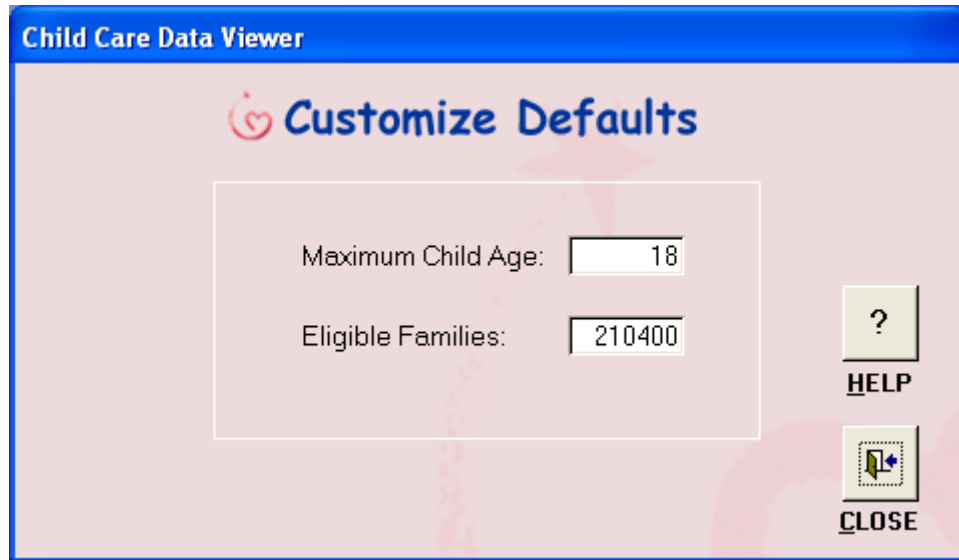
We strongly encourage you to update the default estimate with a figure that you think more accurately represents the number of subsidy-eligible families in your state. This can be taken from more recent estimates released by ASPE or a number that your state has internally developed. The *Data Viewer* allows you to update/change the number of eligible families to suit your reporting needs.

### Steps for Customizing Maximum Age and Eligible Family Count Defaults:

1. From the Generate Views sub-menu, click the **Customize Defaults** button.
2. Enter the maximum age of the children you want to include in your reports. The number for *Maximum Child Age* will represent the maximum age of children to include in the reports— e.g. a maximum age of 15 indicates that you do not want any children over the age of 15 included in your reports. Children that are 15 at the end of the report period that the data file represents will be included.
3. Enter the value that best represents the number of CCDF eligible families in your state.


4. Click the **Close** button.

Note: These defaults will be used as the basis for calculations until you change them.




The image shows a software window titled "Child Care Data Viewer" with a blue header bar. Inside the window, the title "Customize Defaults" is displayed in a large, bold, blue font, preceded by a red heart icon. Below this title, there is a white rectangular box containing two labels and text input fields. The first label is "Maximum Child Age:" followed by a text box containing the number "18". The second label is "Eligible Families:" followed by a text box containing the number "210400". To the right of this white box, there are two buttons. The top button is light green with a question mark icon and the text "HELP" below it. The bottom button is light green with a close icon (a square with an 'X') and the text "CLOSE" below it.


Child Care Data Viewer

 **Customize Defaults**

Maximum Child Age:

Eligible Families:

 **HELP**

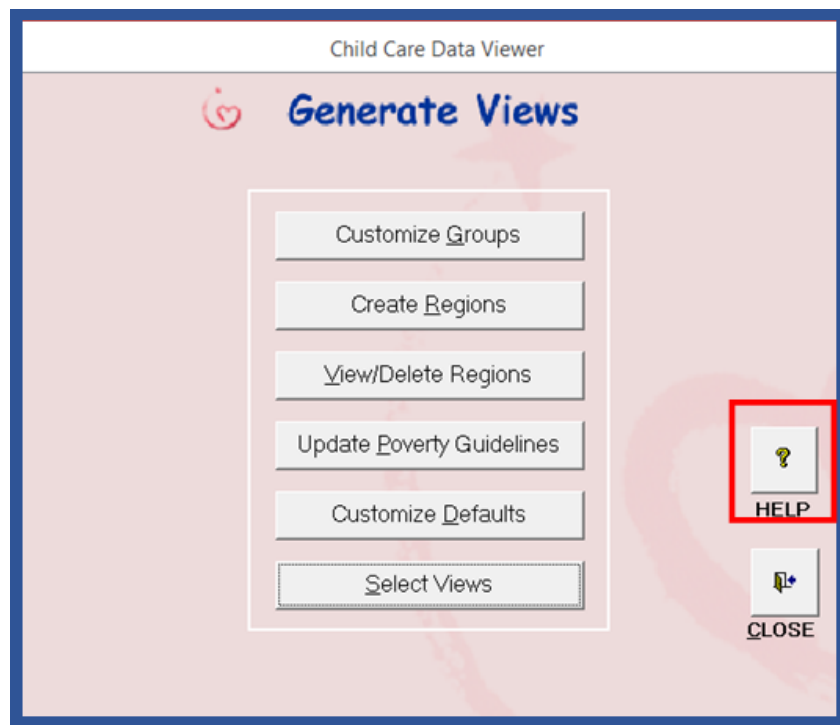
 **CLOSE**

## 4. RESOURCES FOR TECHNICAL ASSISTANCE

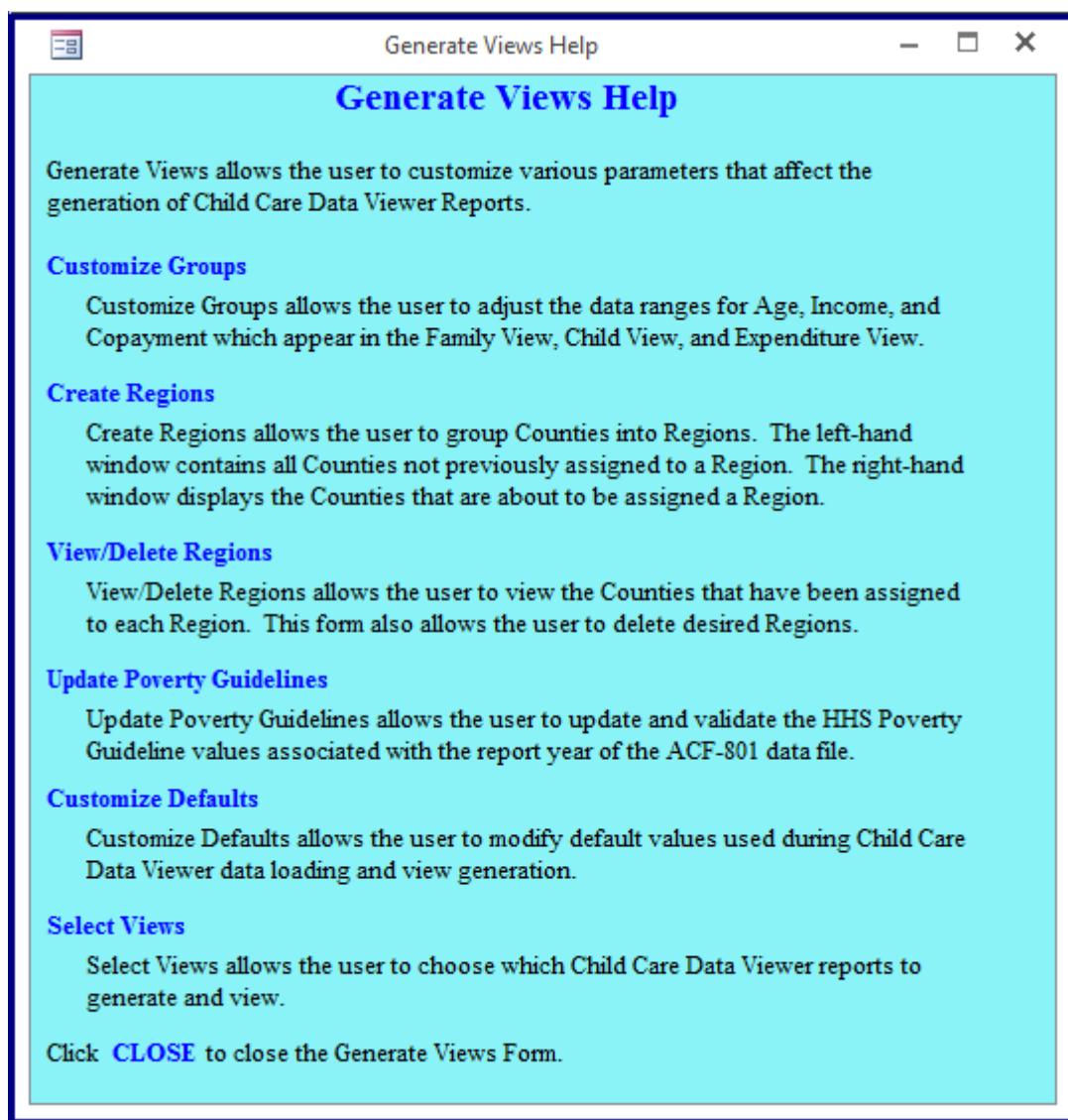
Should you have questions or need assistance when using the *Data Viewer*, there are two primary sources for help: 1) the Integrated Help System embedded into the software, and 2) the National Center on Child Care Data and Reporting (NCDR).

### 4.1 INTEGRATED HELP

On virtually every screen within the *Data Viewer*, there is a **Help** button.



Clicking on the **Help** button will display information related to the area of the *Data Viewer* in which you are working.



## **4.2 NATIONAL CENTER ON CHILD CARE DATA AND REPORTING (NCDR)**

The National Center on Child Care Data and Reporting (NCDR) is supported by the OCC to provide training and technical assistance related to CCDF ACF-800 and ACF-801 reporting requirements. You can reach NCDR staff Monday-Friday, 9:00 a.m. to 5:00 p.m. prevailing Eastern Time.

E-mail: NCDR@ecetta.info  
Phone: 1-877-249-9117 (toll free)  
Fax: 1-301-816-8640

The NCDR mailing address is:

NCDR  
C/O GDIT  
2600 Tower Oaks Boulevard, Suite 600  
Rockville, MD 20852